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16 September 1946

MEMORANDUM FOR ICAPS

All each member of ICAPS please supply me each Monday morning with a brief summary of his activities and accomplishments of the past week and a statement of his projects continuing uncompleted in the current week.

This material will be consolidated into a weekly report to the Director, possibly for oral presentation at the Tuesday staff meeting of the progress ICAPS is making toward the fulfillment of the CIO mission.

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